

#### \*Vacation Overage Information

Classified employees, and unclassified employees who follow Executive Order 04-13, and whose vacation balance is, or soon will be, over the maximum: You must use your excess vacation leave by Saturday, June 13, 2020 (or a preceding work day, such as Friday, if you do not work Saturdays).

If you are unable to take the excess vacation leave, your Personnel or Payroll office will ensure up to 40 hours of vacation leave that is over the maximum allowed is converted to sick leave at the end of the fiscal year.

The hours you accrue during the May 31, 2020 – June 13, 2020 pay period are not affected.

The table below outlines the accumulation limits based on your length of service if you are a classified employee, or an unclassified employee who follows Executive Order 04-13. If you are unsure if you fall into this category, contact your Personnel office for assistance as your maximum accumulation may differ.

Length of Service	Maximum Accumulation
Less Than 5 Years	144
5 Years and Less Than 10	176
10 Years and Less Than 15	208
15 Years and Over	240

**Special Provision for 2020 Vacation Overage:** *If the reason you are unable to use your vacation is related to COVID-19, the total vacation overage hours, minus hours moved to your Sick Leave balance and minus any Administrative Leave (ADM, ADC, CVC, or CVF) you have taken since March 13, 2020 due to COVID-19 reasons, may be carried over to the new fiscal year (beginning June 14, 2020) and may be used as Administrative Leave (ADM). Example: Total Vacation Overage hours of 82 minus 40 hours moved to Sick Leave minus 40 hours Administrative Leave (ADM, ADC, CVC, or CVF) used since March 13, 2020 equals 2 hours of Administrative Leave (ADM) available for use after June 13, 2020 and before January 1, 2021. NOTE: If your balance is negative after using the above formula, you have no Administrative Leave (ADM) available. If your balance is positive, that is the number of ADM hours available to you. There is no maximum. Exempt employees record ADM in quarter hour (.25) increments. You must follow the leave request procedures established by your appointing authority for any time away from work. You shall obtain prior approval from your supervisor for each use of this administrative leave. You must use this administrative leave prior to January 1, 2021. Any hours not used by January 1, 2021 will not be carried over. If you separate from employment before you are able to use all of your administrative leave, you will not be paid for the unused administrative leave.*

Leave balances are viewable within the “**View Leave Balances**” tile of State of Kansas Employee Self-Service. Self-Service Time and Labor employees may also view leave balances within the “**My Time**” tile under the “**Leave / Compensatory Time**” folder tab of the timesheets. Any vacation leave overage, if applicable, is not displayed separately from the “**Vacation Recorded Balance**.”

If you have questions, please contact your Personnel office.